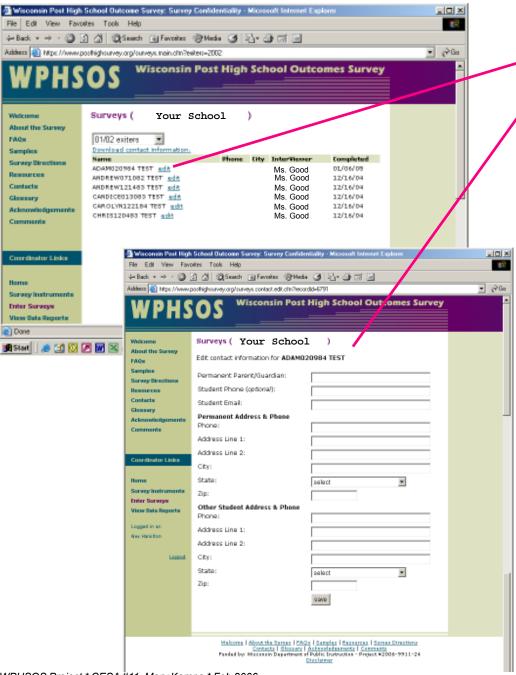
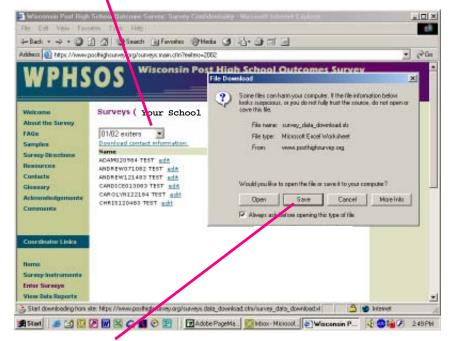
Completing the WPHSOS Process - Editing the Contact Information



- 1) Log in with your Username and Password
- 2) Click on "Enter Surveys"
-) Click on "edit"
- 4) Add your student contact information
- 5) Click "Save" and repeat sequence for all students to be interviewed
- 6) Click "Download contact information"

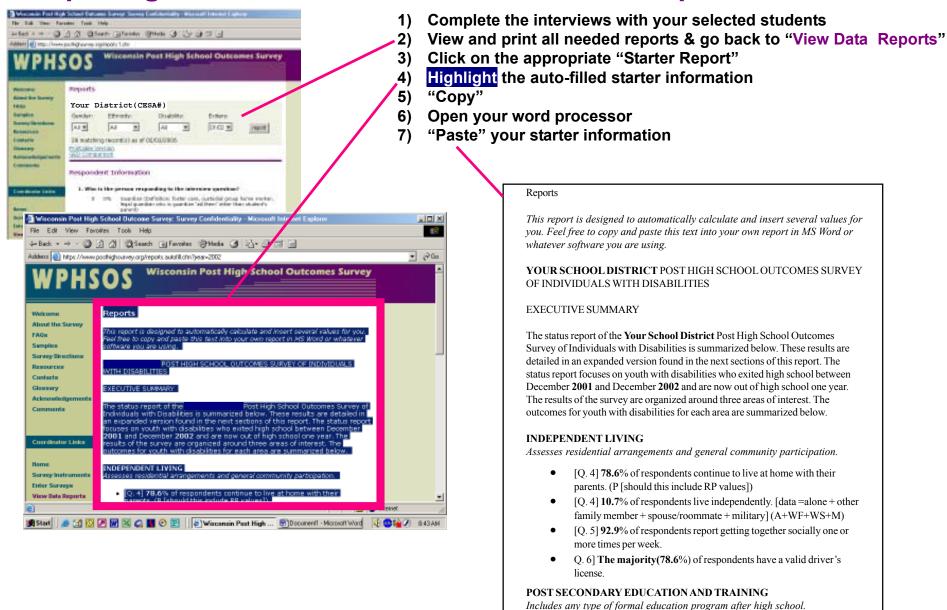


- 7) Click "Save" and save the Excel file to your computer
- 8) Use the Excel file to mail out the *Student Letter* with the *DPI Letter* to the students you will survey

(see the Survey Instruments for these documents)

You are now ready to start your interviews
(allow at least one week between sending letters & starting interviews)

Completing the WPHSOS Process - The Final Report



You are now ready to add, edit, and complete your WPHSOS Report for your district